



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

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Michael F. Easley, Governor  
Dempsey Benton, Secretary

Dennis W. Streets, Director  
919-733-3983

August 6, 2008

**Dear County Director of Social Services, Local Management Entity Director, Local Health Department Director and County Department on Aging Director**

**ATTENTION:        Adult Services Staff**

**Subject:            Guardianship Training Series**

The NC Division of Aging and Adult Services is offering a series of guardianship trainings during FY 2008-2009. This series consists of three different trainings that are available to disinterested public agent guardians and their representatives. The three trainings are meant to be taken in sequence since each training builds upon the previous one. Each training will be offered at three different sites across the state during the year. This letter contains information about the trainings, as well as the dates and locations where each will be offered.

- **Guardianship I: A Systematic Approach**

*Prerequisite: None required.*

This is the first of the guardianship training series. The focus of the training is consistent with North Carolina General Statute 35A and Department of Health and Human Services (DHHS) policy requirements that all disinterested public agents receive training on the powers and responsibilities of a guardian. It includes information on guardianship law and legal proceedings, DHHS policy requirements, practice guidelines and issues related to guardianship service provision. Training methods include lecture, small and large group discussion, presentations by experts in content areas, skills practice and a case study.

This two-day training is designed for directors or assistant directors of county departments of social services, local management entities, local health departments, and county departments on aging who serve as disinterested public agent guardians. Social workers, case managers, public health nurses, local management entity staff, county department on aging staff, supervisors and others who handle the daily responsibilities for guardianship services should also attend.

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### **Guardianship I Workshop Dates and Locations**

#### **September 11 - 12, 2008**

Martin Community College  
1161 Kehukee Park Road  
Williamston

#### **December 4 -5, 2008**

Stanly County DSS  
1000 North First Street, Suite 2  
Albemarle

#### **March 12-13, 2009**

Transylvania County Library  
212 South Gaston Street  
Brevard

- **Guardianship II: Planning Services with Wards and Their Families**

*Prerequisite: Completion of “Guardianship I: A Systematic Approach”. It is also recommended that individuals complete “Effective Social Work Practice in Adult Services: A Core Curriculum”, offered by the Center for Aging Research and Educational Services (CARES) at UNC-CH before attending this training.*

The second training in the series provides a framework for organizing work with wards and their families to create positive change and enhance decision making. This framework includes core activities that are central to working with wards and their families: conducting a comprehensive functional assessment, identifying areas for change, establishing goals, planning for interventions and services, implementing services, monitoring, reassessment and case closing. Training methods include lectures, small and large group discussion, skills practice exercises and case studies.

The one-day training is intended for social workers, case managers, public health nurses, local management entity staff, county department on aging staff, supervisors and others who handle the daily responsibilities for guardianship.

### **Guardianship II Workshop Dates and Locations**

#### **December 9, 2008**

Martin Community College  
1161 Kehukee Park Road  
Williamston

#### **January 15, 2009**

Stanly County DSS  
1000 North First Street, Suite 2  
Albemarle

#### **April 9, 2009**

Transylvania County Library  
212 South Gaston Street  
Brevard

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- **Guardianship III: Decision Making: An Ethical Perspective**

*Prerequisite: Completion of “Guardianship I: A Systematic Approach” and Guardianship II: Planning Services with Wards and Their Families”.*

The last guardianship training in the series is geared to line staff who handle daily guardianship responsibilities, including decision making for the wards in their care. Since decision making is a fundamental responsibility of guardianship, it is of utmost importance that a guardian/guardian representative make principled, informed decisions that are in the best interest of each ward. This training provides an opportunity for in-depth discussions about decision making and the ethical dilemmas associated with making difficult decisions on behalf of wards.

This one-and-a-half day training would benefit program administrators, supervisors, social workers, public health nurses, local management entity staff, county department on aging staff, case managers and others delegated the responsibility and support for wards.

**Guardianship III Workshop Dates and Locations**

**January 21 - 22, 2009**  
Edgecombe County DSS  
310 S. Fairview Road  
Rocky Mount

**February 18 – 19, 2009**  
Forsyth County DSS  
741 North Highland Avenue  
Winston-Salem

**May 13 -14, 2009**  
Land-of-Sky Regional Council of Governments  
339 New Leicester Highway, Suite 140  
Asheville

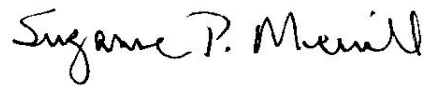
**Registration**

You must go online at <http://www.ncswLearn.org> to register for any of the above-listed guardianship trainings. Although there is no registration fee, you must pre-register. Space is limited at each site, so please complete registration information at least two weeks in advance of each training event you wish to attend. There is no restriction on the number of staff members from an agency who can attend any specific training. Individuals who register for training will be sent a confirmation letter with directions to the training and a list of lodging accommodations. Refreshments will not be provided at the trainings, but you are welcome to bring your own snacks and beverages.

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Please share this training information with appropriate staff members. If you have questions or need additional information about the content of the trainings, please contact Kate Walton, Social Services Program Coordinator, at (919) 733-3818. County departments of social services may contact their Adult Programs Representative. Questions regarding pre-registration may be directed to Monica Nealous at the above number.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive, flowing style.

Suzanne P. Merrill, Chief  
Adult Services Section

SPM/ksw

AFS-19-2008